**LESSON PLAN**

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| **Teacher Intern: \_\_\_Kanisha V. Patterson\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **Dates of Lesson Plan: \_\_\_ November 16, 2010\_\_\_\_\_\_\_\_\_\_\_** | |
| **Grade Level: \_11th-12th\_** | **Subject: \_ BCT I \_** | **Unit: \_Business Finance and Spreadsheet Applications\_** | | **Class Period: \_1st Block\_** |
| **Competencies from MS Framework: \_\_\_\_ Business and Computer Technology I #1 Page 47 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |

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| **Objectives** | **Procedures** | **Materials and Media** | **Assessment** |
|  | 1. **Anticipatory Set and Introduction** 2. **Give** students a blank check register and ask them have they previously used a check register and complete the columns above each section correctly. 3. **Present** the reason why a check register is used to manage a checking account and the each column heading. 4. **Observe** the students’ correct responses to the column headings. 5. **State** the objective for today is to record information to a check register. | Blank Check Register  PowerPoint Slides | **Observation** |
| **Objectives** | **Procedures** | **Materials and Media** | **Assessment** |
| 1. Given the components of the check register, the student will list the column headings of the check register with 100% accuracy. (*Cognitive, Remembering*) 2. Given a blank check register, the student will prepare the top portion of the check register for 100% accuracy. (*Cognitive, Applying*) | 1. **Body** 2. **Identify** the column headings of the check register. 3. **Explain** that information is placed on the check register in order to keep a record of all transactions. 4. **Guide** students in correctly labeling the column headings that are at the top of the check register.   **Reinforcement**   1. Inform students they will be completing an individual assignment to correctly label a check register and explain the reason a check register is used by individuals. 2. Give each student a blank check register and instruct the students to complete the top of the check register and explain why they would use a check register (the reason that was given in class lecture). 3. Instruct the students that they will complete the check register and question as class work for the in class assignment and it will be handed back to them. | PowerPoint Slides  Check Register  Blank Check Register | **Observation**  **Guided Practice**  **Individual Assignment** |
| **Objectives** | **Procedures** | **Materials and Media** | **Assessment** |
| 1. Given the debit transactions, the student will record withdrawals to the check register for 100% accuracy. (*Cognitive, Remembering*) 2. Given the credit transactions, the student will record the deposits and credits tot the check register for an accuracy of 100% (*Cognitive, Applying*) | 1. **Identify** the transactions that are recorded on the check register. 2. **Discuss** the debit and credit transactions of the check register 3. **Guide** the students in correctly preparing the debit and credit transactions onto the check register.   **Check for Understanding**  Place students in groups of three students, and inform each group that they will need to correctly record the transactions on the check register. Each group must turn in the completed check register by the end of class. | PowerPoint Slides  Check Register  List of Transactions to be Recorded | **Observation**  **Guided Practice**  **Check for Understanding**  **Group Assignment** |
|  | 1. **Closing** 2. **Instruct** the students that they will be writing down the column headings that are at the top of the check register and two transactions that are credits and two transactions are debit. 3. **Direct** the students that they will not be allowed to use their notes to complete the assignment and instruct the students to put everything away except a piece of paper and pencil/ 4. **Inform** each student to write down the headings and two debit transactions and two credit transactions. |  | **The student’s turned in paper with the appropriate answers.** |